

MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, FMFPAC
UNIT 37150

FPO AP 96603-7150

GruO: 1050.2H

S1

20 SEP 1993

GROUP ORDER 1050.2H *ch 1, 2*

From: Commanding Officer

To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

Ref: (a) MCO P1050.3G
(b) MCO 4650.30K
(c) MARFORPACO 1050.4M
(d) WgO P5000.10AC
(e) ~~MCASO 1700.24E~~

Encl: (1) Emergency Leave Data Sheet
(2) Environmental and Morale Leave (EML) Program Form
(3) Liberty Limits

1. Purpose: To publish policy concerning leave and liberty regulations under references (a) through (e). (d)

2. Cancellation: GruO 1050.2G.

3. Background: Experience has shown that vacations and short periods of rest from duty provide benefits to morale and motivation which are essential to maintain maximum effectiveness. The lack of such a break from the work environment adversely affects health, and therefore, availability and performance. It also contributes to the problems normally associated with a Marine's separation from the home and family caused by extended duties, training, and operational deployments. An aggressive leave program is, therefore, an essential military requirement.

4. Annual Leave

a. Personnel should be encouraged to take, when possible, at least one leave period of 14 consecutive days or longer.

b. A Marine will not be authorized more than 60 days annual leave during any fiscal year, nor authorized annual leave for a continuous period of 60 days or more without prior approval of the Commandant of the Marine Corps (MMEA for enlisted/MMOA for officers). Requests will be submitted via the chain of command.

c. Although a liberal leave policy is encouraged, leave beyond 30 days annually is discouraged. Requests for more than 30 days should be carefully considered and approved when the best interests of the command and the individual concerned are served. Approval of such requests is the responsibility of the Marine's Commanding Officer.

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d. Personnel assigned to the Unit Deployment Program (UDP) should normally be limited to 15 days annual leave during the period of deployment. Requests for leave beyond 15 days will be considered on a case-by-case basis. Approval of such requests is the unit commander's responsibility.

e. Instructions for foreign leave are contained in MCO 1050.15, Foreign Leave Travel.

f. Unit commanders are authorized to grant leave under the condition that the Marine can return to duty upon expiration of the leave at the place and time specified in the leave authorization. It is also the Marine's responsibility to have sufficient funds to defray all expenses including transportation. While a Marine may obtain space required return transportation assistance from any uniformed services installation, the cost of such transportation is subject to lump-sum checkage from their pay accounts and they may be subject to disciplinary action if the transportation authorized and arranged for them does not ensure their arrival at their command prior to expiration of the leave.

5. Environmental and Morale Leave (EML) Program

a. The intended purpose of the EML program is to provide extended periods of time off from the working environment, to enhance performance, motivation, and morale of personnel permanently (accompanied and all others tours) stationed in geographic locations where environmental conditions exist which offset the full benefit of ordinary leave programs. Personnel assigned to the UDP are not considered to be permanently stationed in such geographic locations and, therefore, are ineligible to participate in the EML program.

b. Authorized Participants. Personnel in the following groups are eligible for EML travel:

(1) All PCS active duty military personnel, without regard to grade, accompanied or unaccompanied.

(2) Accompanied or unaccompanied command-sponsored dependents of military members or of civilian employees of the DOD.

(3) U. S. citizen employees of the DOD, when eligible for government transportation to the United States upon completion of their tours. This includes nonappropriated fund employees who are recruited from the U. S. on duty with the Armed Forces.

(4) Full-time paid personnel of the American Red Cross on duty with military services when the senior representative of the agency concurs, and the requirements of this Order are complied with.

EML for Iwakuni based units is administered by MCAS Iwakuni in accordance with reference (e). Qualified personnel desiring EML

should fill out the EML Program Form contained in enclosure (2) and forward it to the Commanding Officer, Marine Corps Air Station (Adjutant) via the chain of command for approval. Request must arrive a minimum of three working days prior to the requested effective date.

6. Emergency Leave

a. Requests for emergency leave for PCS personnel within this Command shall be referred to the Commanding Officer via the chain of command for disposition. Situations that normally are considered valid reasons for emergency leave are depicted in paragraph 2012 of reference (a). Requests will be submitted utilizing enclosure (1), Emergency Leave Data Sheet. Upon approval of emergency leave, Group Fiscal will issue appropriate funding data to Marine's squadron.

b. Emergency Leave authorizes the service member to travel to CONUS at no expenses to the member. Once the member has arrived in CONUS it is the member's responsibility to have sufficient funds to defray the cost of leave including travel to place of leave and return to port of embarkation.

c. Normally, personnel will not be required to have service records in their possession unless the emergency leave is in conjunction with permanent change of station orders. However, all personnel departing on any type of emergency leave must have in their possession a valid, up to date International Certification of Vaccination (shot card).

d. Per reference (b), Commanding Officers will ensure that each Marine/Sailor departing on emergency leave is instructed concerning:

(1) Reporting instructions upon arrival in CONUS and for arranging follow-on transportation in CONUS and for return transportation overseas as needed.

(2) Requests for humanitarian transfer and/or extension of emergency leave.

(3) Charging of emergency leave to a member's leave balance.

e. All personnel deployed from Iwakuni will have in their possession an authorized travel uniform.

7. Leave Check-Out and Check-In Procedures

a. Under routine circumstances, leave will not be authorized to commence prior to the expiration of normal working hours on a day of duty. The day of departure from the duty station, regardless of the hour, is a day of duty not chargeable as leave. The day of return will be counted as a day of leave, unless returned

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is prior to 0900, in which case it will be counted as a day of duty.

b. Commanders are encouraged to permit Marines departing on and returning from leave to complete check-in and check-out procedures by telephone. Restrictions to extend this authorization to selected grades should be reviewed to reflect the liberal use of this procedure wherever possible.

8. Extension of Leave

a. A Marine's request for extension of leave shall be submitted to the Commanding Officer of the requester's command. The requester should include the reason for the request, the number of days requested in the extension, the date current leave will expire and leave balance upon completion of the current leave as stated in the travel orders.

b. The authority to approve/disapprove requests for leave extensions based on sufficient justification, rests with the unit Commanding Officer.

c. A Marine on annual leave or in a delay status who has been instrumental in recruiting acceptable applicants for enlistment, may be granted a single 5 day extension of leave for each accepted applicant the Marine has referred for enlistment. Extensions will be granted by the Recruiting Officer/Inspector Instructor to whom the Marine brings the accepted applicant.

d. A Marine enroute to school or other duty, where a definite reporting date has been established by the Commandant of the Marine Corps or a port call "by date" has been established, will not receive an extension beyond the reporting date. Orders of a Marine in this status will be endorsed to recommend granting a 5 day leave or extension subsequent to completion of a school or reporting date.

9. Liberty. Liberty will be granted as a means of improving command morale and motivation which are essential in maintaining maximum operational effectiveness. Reference (a) contains detailed information and instructions for the administration of liberty policy. Personnel on liberty will be in the prescribed uniform of the day or appropriate civilian attire. Liberty will be granted in one of the categories defined as follows:

a. Regular Liberty. Liberty may be granted from the end of normal working hours until the commencement of working hours on the next regular working day.

b. Granting Liberty. Regular and special liberty up to a three-day (72 hour) period may be granted by department heads and officers in charge. Four-day (96 hour) special liberty will only be granted by the commanding officer. Commanding Officer's will establish procedures to ensure that a minimum of 25 percent of

personnel are on board at all times to be immediately available for any contingency. These personnel will be fully capable of performing the unit's assigned mission.

c. Liberty limits are set forth in enclosure (3).

10. Authority Over Military Personnel. Paragraph 1303.2 of the Marine Corps Manual specifies that military police, shore patrols, security police, officers, petty officers, and noncommissioned officers of the Armed Forces are authorized to take preventive or corrective measures, including apprehension, if necessary, in the case of any member of the Armed Forces who is guilty of committing a breach of the peace, disorderly conduct, or any other offense which reflects discredit upon the Armed Forces. Personnel on leave or liberty are subject to this authority.

11. Instructions Concerning Emergency Medical or Dental Treatment

a. In the event of medical or dental emergency involving a Marine away from his duty station, the Marine should seek aid from the nearest uniformed services or other federal medical or dental facility. If this is not feasible or if a bona fide emergency situation exists, a Marine may obtain treatment from any source at government expense.

b. If a Marine on leave or liberty is hospitalized, the Marine should immediately notify his Commanding Officer or the nearest Marine Corps authority and request instructions. If permitted to revert to leave status upon release from the hospital, he should notify his Commanding Officer, preferably by telegram, on the date of release. In any event the leave authorization is to be endorsed or annotated to show, over the doctor's signature, the place hospitalized, the date of admission, date of release and diagnosis.

c. Whenever emergency medical or dental treatment is received from civilian sources, the Marine is responsible for obtaining a bill or receipt itemizing the dates on or between which services or supplies were rendered. All bills and receipts shall be presented to the Marine's Commanding Officer in order that the source may be paid or the Marine reimbursed.

d. For this purpose, an emergency is defined as a situation wherein the need or apparent need for medical or dental attention is such that time does not permit application to a federal medical facility or obtaining the required authority in advance. Emergency

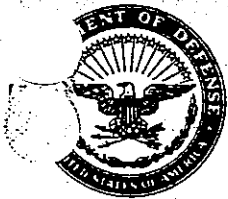
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dental treatment is limited to measures appropriate to relieve pain or to stop infection and does not include furnishing of prosthetic appliances including crowns or inlays, or the use of gold or other precious metals for fillings.

W. J. Horne
W. J. HORNE
Acting

DISTRIBUTION: A



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FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO 1050.2H

S1

22 SEP 1997

GROUP ORDER 1050.2H CH 1

From: Commanding Officer, Marine Aircraft Group 12

To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

1. Purpose. To transmit pen changes to the basic Order.

2. Action

a. Change reference (d) to read "WgO P5000.10C" vice "WgO P5000.10A."

b. Delete reference (e) MCASO 1700.24E.

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

B. L. Ray
B. L. RAY
By direction

DISTRIBUTION: A



UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12
FIRST MARINE AIRCRAFT WING, MARFORPAC
UNIT 37150
FPO AP 96603-7150

GruO 1050.2H Ch 2

ADJ

DEC 02 1999

Group Order 1050.2H Ch 2

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: LEAVE AND LIBERTY REGULATIONS

1. Purpose. To transmit pen changes to the basic order

2. Action

a. In paragraph 1, change the second reference to (d) vice (e).

b. On page ² of the basic order, subparagraph 5c, ~~first~~ *second* sentence, change the reference to (d) vice (e).

c. On page 3 of the basic order in subparagraph 6d, place a period at the end of the sentence.

d. On page 3 of the basic order, subparagraph 6d(1), capitalize the first word of the sentence.

e. On page 5 of the basic order, paragraph 11, underline the heading, "Instructions Concerning Emergency Medical or Dental Treatment".

3. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

J. F. Flock
J. F. FLOCK

DISTRIBUTION: A

GruO 1050.2H
20 SEP 1993

ENVIRONMENTAL AND MORALE LEAVE (EML) PROGRAM FORM

Heading

Date

From: (Name/Rank/SSN)
To: Commanding Officer, Marine Corps Air Station, Iwakuni (Adj)
Via: Commanding Officer/Officer in Charge or Designated Service
Record Custodian

Subj: EML TRAVEL AUTHORIZATION; REQUEST FOR

Ref: (a) MCASO 1700.24E

1. Per the reference, request that I be issued Environmental and Morale Leave travel authorization for:

Circle one - (a) Myself; (b) My dependents; (c) Myself w/depn(s).

(If "a" or "c" applies, leave must be approved.)

2. The following information is provided:

a. Date arrived on station: _____

b. EML travel destination: (Circle one only)

(1) Intra-Japan (2) Alaska (3) CONUS (4) Philippines
(5) Korea (6) Hawaii (7) Guam

c. Dependents Information:

Name (Last/First/M.I.)	Passport No/ SSN	Status/ Relationship	Date of Birth (Children)
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d. Other/Remarks: _____

e. I hereby certify that my dependents listed above are command sponsored and eligible for EML per the reference.

Signature of Sponsor

ENCLOSURE (2)

GRUO 1050.2H

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Heading

Date

FIRST ENDORSEMENT ON _____ EML request of _____

From: Commanding Officer/Officer in Charge Designated Service
Record Custodian
To: Commanding Officer, Marine Corps Air Station, Iwakuni (Adj)
Subj: EML TRAVEL AUTHORIZATION; REQUEST FOR

1. Forwarded. Per the reference, the information furnished on the basic request has been verified and certified to be correct with the following information furnished:

a. Leave authorized from: _____ to _____
Date Date

b. Dependent(s) listed on basic request is/are command-sponsored.

Signature _____

ENCLOSURE (2)

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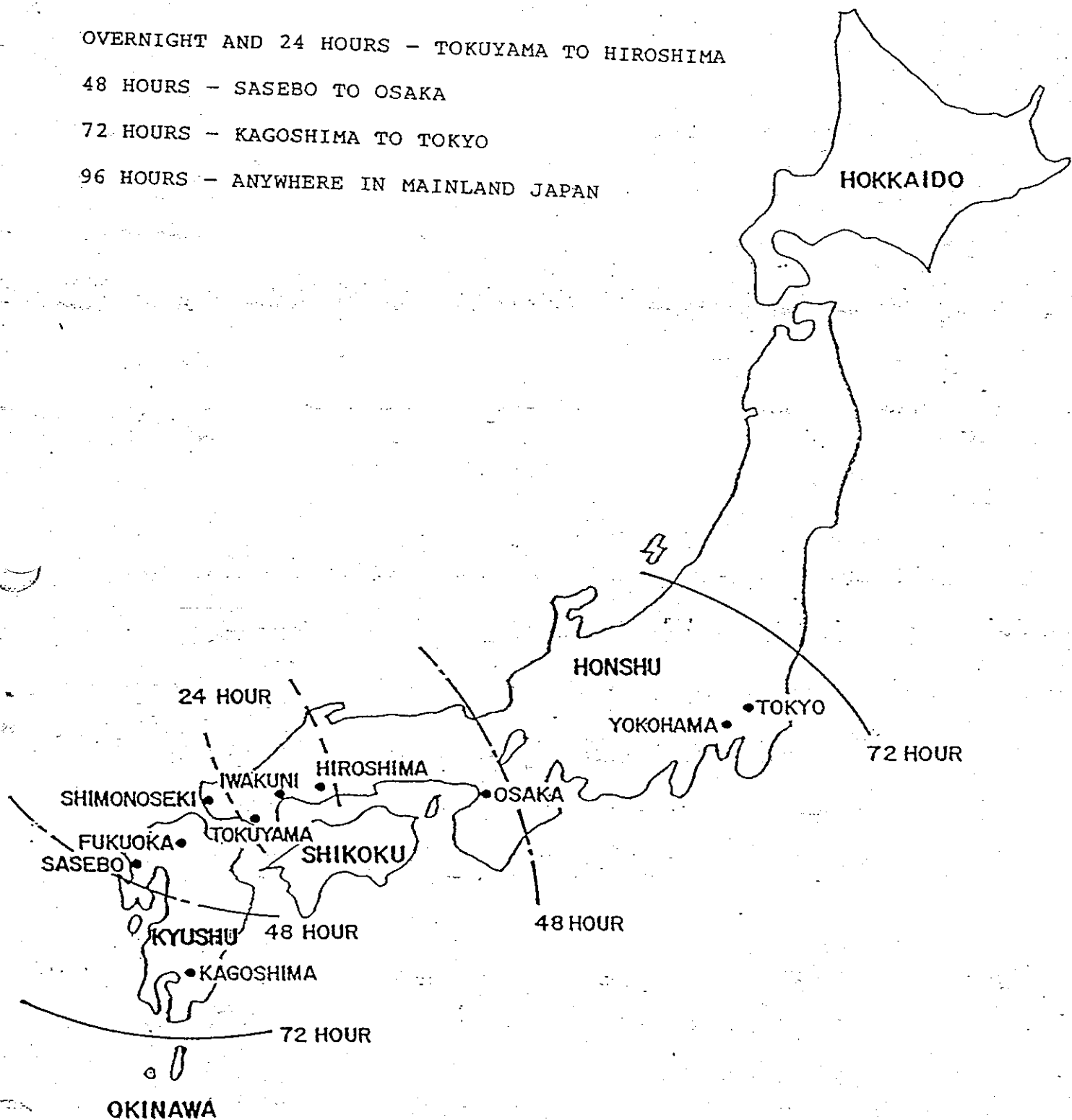
LIBERTY LIMITS

OVERNIGHT AND 24 HOURS - TOKUYAMA TO HIROSHIMA

48 HOURS - SASEBO TO OSAKA

72 HOURS - KAGOSHIMA TO TOKYO

96 HOURS - ANYWHERE IN MAINLAND JAPAN



ENCLOSURE (3)

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EMERGENCY LEAVE DATA SHEET

ORGANIZATION: _____

NAME: _____ RANK: _____ SSN: _____

MOS(S): _____ COMPONENT: _____ EAS: _____

DATE DEPARTED CONUS: _____ RTD: _____

EXTENSION O/S TOUR PENDING: YES/NO

LEGAL HOLD/CONFINED: _____

NAME/RELATIONSHIP/ADDRESS NOK: _____

LEAVE ADDRESS/PHONE#: _____

LEAVE BALANCE AS OF LAST LES: _____

TRANSFER AUTHORITY IF IN RECEIPT PCSO: _____

DESCRIPTION OF EMERGENCY: _____

SOURCE OF INFO: _____

RED CROSS VERIFICATION: YES/NO _____

VERIFICATION OF LOCO PARENTIS STATUS (IF APPLICABLE): _____

MEDICAL DEPT VERIFICATION (IF APPLICABLE): _____

(COMMAND REP)

ENCLOSURE (1)